

ID No.

**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS**  
**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**  
**CERTIFICATION REQUEST/RENEWAL APPLICATION FORM**

**Print or Type Applicant's Full Name:**

\_\_\_\_\_  
Last First M.

\_\_\_\_\_  
Birth Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City or Town State Zip

( )

\_\_\_\_\_  
Telephone Number Date of Birth

**E-Mail Address**

Check as appropriate for each section: (response is voluntary)

Race: \_\_\_ Amer. Indian/Alaskan Native \_\_\_ Hispanic  
\_\_\_ Asian/Pacific Islander \_\_\_ White  
\_\_\_ Black \_\_\_ Other

Sex: \_\_\_ Male \_\_\_ Female

\_\_\_\_\_  
Social Security Number  
Notice/Affidavit

Disclosure of the Social Security Number is mandatory. It will be furnished to the Rhode Island Division of Taxation pursuant to Chapter 76 of Title 5 of the Rhode Island General Laws, which states that any person applying for or renewing a license to conduct a profession within Rhode Island must have filed all required state tax returns and paid all taxes due the state. The statute also requires the following certification:

I hereby certify, under penalty of perjury, that I have filed all required state tax returns and have either paid all taxes due the state, entered into a written time payment agreement with the Rhode Island Division of Taxation, or am pursuing administrative or appellate review of unpaid taxes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SECTION A. CERTIFICATION REQUEST FOR RENEWAL OF A CEE:**

- ☐ I am requesting renewal of my CEE (formerly the provisional certificate) in the area(s) of (see page 3) \_\_\_\_\_. I have not secured regular employment in the public schools of Rhode Island. (\$25.00 non-refundable fee per area)

**SECTION B. INITIAL ISSUANCE OF THE FIVE (5) YEAR PROFESSIONAL CERTIFICATE: (\$100.00 non-refundable fee per area)**

- ☐ 1. I am requesting initial issuance of the five (5) year professional certificate(s) in the area(s) of (see page 3): \_\_\_\_\_, \_\_\_\_\_. Attached is my CEE and Verification of Employment
- ☐ 2. I have completed the requirements for certification in (see page 3) \_\_\_\_\_ (see page 3) and currently hold a Rhode Island Professional certificate in another area. I am requesting the issuance of this additional area of certification.

**SECTION C. RENEWAL OF THE FIVE (5) YEAR PROFESSIONAL CERTIFICATE(S) (\$100.00 non-refundable fee per area):**

- ☐ 1. I hold regular employment in Rhode Island public schools as an educator in the area(s) of (see page 3) \_\_\_\_\_, \_\_\_\_\_. Attached is my statement of service.
- ☐ 2. I have not held regular employment in Rhode Island public schools during the entire five (5) years of my certificate(s). I am requesting a renewal of my five (5) year professional certificate(s) in (see page 3) \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.

**SECTION D. REQUEST FOR AN EXTENSION OF THE FIVE (5) YEAR PROFESSIONAL CERTIFICATE(S):**

- ☐ I have not held regular employment in Rhode Island public schools for the full five (5) years of my certificate(s), nor have I completed renewal requirements. I am requesting an extension of my five (5) year professional certification(s) in the area of \_\_\_\_\_, \_\_\_\_\_ for the period of time that I did not hold regular employment. Enclosed is a statement of service from my superintendent/employing authority documenting my experience in Rhode Island during the 5-year certification period. (\$20.00 per year per certificate area.)

**SECTION E. REQUEST FOR DUPLICATE CERTIFICATE:**

- ☐ Please issue a duplicate copy of current certificate in (\$25.00 non-refundable fee)

**SECTION F. REQUEST FOR REINSTATEMENT OF EXPIRED CERTIFICATE: (See Section J for fee schedule)**

- ☐ I am requesting reinstatement of my expired Rhode Island certificate in the area(s) of (see page 3) \_\_\_\_\_

**SECTION G. REQUEST FOR RENEWAL OF ONE (1) YEAR CERTIFICATE.**

- ☐ I am requesting renewal of my one (1) year certificate in (see page 3) \_\_\_\_\_ (\$25.00 non-refundable fee)

**SECTION H: REQUIRED INFORMATION:**

Teachers and other school personnel certified by the State of Rhode Island must be of good moral character. Rhode Island General Law 16-12-3 states that "Every teacher shall aim to implant and cultivate in the minds of all children committed to his care the principles of morality and virtue." Your answers to the following questions regarding your employment, criminal, and certification history are important. Any criminal matter covered by a question must be disclosed regardless of how long ago it occurred or how unimportant it may seem. Criminal matters do not necessarily preclude certification, but the failure to answer a question truthfully may result in disqualification. Furthermore, Rhode Island General Law 11-18-1 prohibits the submission of a document containing a false and misleading statement to a public agency, and Rhode Island General Law 11-58-1 prohibits the use of a falsified educational record of a postsecondary institution

1. Have you ever been dismissed from any employment or have you ever resigned or employment following the initiation of disciplinary action? If yes, attach an explanation. \_\_\_\_YES \_\_\_\_NO
2. Are you the subject of disciplinary action in your present employment? If yes, attach an explanation. \_\_\_\_YES \_\_\_\_NO
3. Have you ever been convicted of a felony or a misdemeanor? If yes, attach a copy of the conviction record(s). Expunged convictions must be disclosed under Rhode Island General Law 12-1.3-4 Attach an explanation stating the date, location and nature of the offense(s) involved in the expunged conviction(s). \_\_\_\_YES \_\_\_\_NO
4. Have you ever entered a plea of nolo contendere to a felony or misdemeanor charge? If yes, attach a copy of the conviction and/or probation record(s). \_\_\_\_YES \_\_\_\_NO
5. Are any felony or misdemeanor charges currently pending against you? If yes, attach an explanation. \_\_\_\_YES \_\_\_\_NO
6. Do you hold a valid teaching certificate in any other state?  
State \_\_\_\_\_ Area(s) \_\_\_\_\_ Certificate No.( \_\_\_\_\_ ) \_\_\_\_YES \_\_\_\_NO
7. Have you ever been denied an educator's certificate or license for reasons other than your failure to meet academic or work experience requirements? If yes, attach an explanation stating date, state, and reason(s) for denial. \_\_\_\_YES \_\_\_\_NO
8. Has your educator's certificate or license in another state ever been suspended, revoked, or surrendered? If yes, attach an explanation. \_\_\_\_YES \_\_\_\_NO
9. Are you currently the subject of any action to revoke or suspend your educator's certificate or license? If yes, attach an explanation. \_\_\_\_YES \_\_\_\_NO

**SECTION I. AUTHORIZATION:**

I certify the accuracy of the information provided in this application and in any supporting documentation that I may submit. I have included all supporting documentation. I have read and understand the notice regarding Rhode Island laws above. I hereby authorize the release of information to the Department of Education for the purpose of investigating or verifying any information in my application.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(date)

**SECTION J. CERTIFICATION FEES:**

Renewal of CEE	\$ 25.00 non-refundable per CEE
Issuance/Renewal of Five-Year Professional	\$100.00 non-refundable per certificate area
Extension of Professional Certificate	\$ 20.00 non-refundable per year/per certificate area
Duplicate Certificate	\$ 25.00 non-refundable
Reinstatement of Five-Year Professional	\$100.00 non-refundable per certificate area
Reinstatement of CEE (formerly Provisional Or Extended Provisional)	\$ 25.00 non-refundable per CEE
Renewal of One-Year Certificate	\$ 25.00 non-refundable per certificate area

**PLEASE MAKE CHECK PAYABLE TO:**

**GENERAL TREASURER-STATE OF RI  
ALL FEES ARE NON-REFUNDABLE.**

**NOTE: TO INSURE THAT YOUR APPLICATION IS PROCESSED, INCLUDE ALL DOCUMENTATION.**

**NOTE: WE ARE UNABLE TO ACCEPT CASH OR CREDIT CARDS.**

**Please mail application, fee and required documents to:**

**Rhode Island Department of Education  
Office of Educator Quality and Certification  
255 Westminster St.  
Providence, RI 02903-3400**

To be acceptable, application must be dated within the past three (3) months and signed by the applicant.

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## CERTIFICATION AREAS ISSUED BY THE RHODE ISLAND DEPARTMENT OF EDUCATION

- ☐ Early Childhood
- ☐ Elementary Teacher
- ☐ English as a Second Language Specialist
- ☐ School Nurse Teacher

### Secondary:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Agriculture   | <input type="checkbox"/> English                             | <input type="checkbox"/> History         |
| <input type="checkbox"/> Business Education  | <input type="checkbox"/> Foreign Language (specify language) | <input type="checkbox"/> Mathematics     |
| Science (specify science area):  |  |  |
| <input type="checkbox"/> Biology   | <input type="checkbox"/> Chemistry                           | <input type="checkbox"/> General Science |
| <input type="checkbox"/> Physics   |  |  |
| <input type="checkbox"/> History (for social studies certificate see endorsements listed below)    |  |  |
| <input type="checkbox"/> Other Academic Areas not listed above (for emerging secondary areas only) |  |  |

### Special Education:

- |   |  |
|---|--|
| <input type="checkbox"/> Special Educator-Early Childhood         | <input type="checkbox"/> Special Educator-Severe Profound Disabilities |
| <input type="checkbox"/> Special Educator-Elementary/Middle Level | <input type="checkbox"/> Special Educator-Blind/Partially Sighted      |
| <input type="checkbox"/> Special Educator-Middle/Secondary Level  | <input type="checkbox"/> Special Educator-Deaf/Hard of Hearing         |

### Special Subjects:

- |                                 |   |   |
|---------------------------------|---|---|
| <input type="checkbox"/> Art    | <input type="checkbox"/> Home Economics | <input type="checkbox"/> Physical Education   |
| <input type="checkbox"/> Dance  | <input type="checkbox"/> Library Media  | <input type="checkbox"/> Theatre              |
| <input type="checkbox"/> Health | <input type="checkbox"/> Music          | <input type="checkbox"/> Technology Education |

☐ Vocational Education Teacher (specify Vocational field) \_\_\_\_\_

### Support Professional:

- |  |  |
|--|--|
| <input type="checkbox"/> Reading Specialist/Consultant | <input type="checkbox"/> School Social Worker        |
| <input type="checkbox"/> School Counselor              | <input type="checkbox"/> Speech/Language Pathologist |
| <input type="checkbox"/> School Psychologist           |  |

### Administrative:

- |  |   |
|--|---|
| <input type="checkbox"/> Administrator of Curriculum Instruction | <input type="checkbox"/> Middle/Secondary Principal     |
| <input type="checkbox"/> Administrator of Special Education      | <input type="checkbox"/> Reading Supervisor/Director    |
| <input type="checkbox"/> Elementary/Middle Principal             | <input type="checkbox"/> Special Subjects Administrator |
| <input type="checkbox"/> Guidance Supervisor                     | <input type="checkbox"/> Superintendent of Schools      |
|  | <input type="checkbox"/> School Business Administrator  |

**Endorsements:** An endorsement is a provision added to a teaching certificate that expands on the validity of the area of certification; (e.g. a physical education certificate can be endorsed to be valid for adapted physical education instruction by satisfying the requirements for this endorsement).

- |  |  |
|--|--|
| <input type="checkbox"/> Bilingual-Bicultural Endorsement          | <input type="checkbox"/> English as a Second Language                            |
| <input type="checkbox"/> Driver Education                          | <input type="checkbox"/> Middle School Endorsement                               |
| <input type="checkbox"/> English as a Second Language Endorsement: | <input type="checkbox"/> Adaptive Physical Education                             |
| (Elem., Early Childhood, Sec. English,                             | <input type="checkbox"/> Social Studies Endorsements: (must qualify for history) |
| And Foreign Language)  | <input type="checkbox"/> Anthropology  |
|  | <input type="checkbox"/> Geography   |
|  | <input type="checkbox"/> Political Science                                       |
|  | <input type="checkbox"/> Economics   |
|  | <input type="checkbox"/> Sociology   |